



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**Date:** May 29, 2014, 1900 hours

**Location:** Winchester Hall 3<sup>rd</sup> Floor Meeting Room  
12 E. Church Street, Frederick, MD 21701

**Attendance:**

Battalion 2 (David Remsburg):	Present
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (Tyrone Jenkins):	Present
Citizen Rep (Carroll Jones):	Present

**Nonvoting Reps:**

Board of County Commissioners (Blaine Young):	Present
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Local #3666 (John Neary):	Present

**Guest:**

Allen Keyser, Deputy Chief/Fire & Rescue Services  
Michael Grierson, Deputy Chief/Fire & Rescue Services  
Eric Jacobs, Lieutenant/Fire & Rescue Services  
Bob Baker, Financial Services Manager/Fire & Rescue Services  
Lisa Lessin, Public Safety Educator/PIO/Fire & Rescue Services  
Ashley Sklarew, Admin Assistant/Fire & Rescue Services  
Tricia Griffis, Director/Internal Audit  
Michael Chomel, Attorney/Frederick County Government  
David Gray, Commissioner/Board of County Commissioners  
John Hahn, Battalion Chief/Fire Marshal/Fire & Rescue Services

### **I. CALL TO ORDER:**

**A.** The meeting was called to order at 1900 by Vice-Chairperson Williams.

### **II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:**

**A.** Absent were:

- a. Marc McNeal, Battalion 1
- b. Daniel Winters, Career Representative
- c. Eilene Fryer, Citizen Representative

d. Eric Smothers, President, Volunteer Fire & Rescue Association

### **III. INTRODUCTION OF GUESTS**

A. Commissioner David Gray was introduced and was welcomed to the meeting.

### **IV. APPROVAL OF PREVIOUS MEETING MINUTES:**

**Motion:** Moved by Tim Clarke to approve the minutes of the April meeting.  
Second by David Remsburg.

**VOTE: YES:6 NO: 0 ABSTAIN: N/A PASSED**

### **V. BOARD MEMBER COMMENTS**

A. There were no Board Member Comments.

### **VI. PUBLIC COMMENTS**

A. There were no public comments.

### **VII. EX OFFICIO MEMBER REPORTS**

**A. BOCC Liaison-Blaine Young:** Mr. Young discussed the proposed FY 2015 Operating Budgets. There were no major changes from the last Advisory Board meeting. The proposed operating and CIP budgets are scheduled to be adopted on June 24, 2014. Mr. Young had transmitted correspondence to the Volunteer Executive Board, with copies to the Fire and Rescue Advisory Board members, to secure feedback prior to budget adoption on the one-year review of the Ordinance 13-01-629 to secure and establish a Volunteers "Executive Director-type" position. Funding has been made available in the budget for the new position. All Advisory Board members had received the correspondence from Mr. Young. The Board of County Commissioners is also looking to receive the Emmitsburg Ambulance Company position on the issue of the "list of 10."

**B. Jurisdictional Medical Director-Dr. Jeffrey Fillmore:** Dr. Fillmore noted an event in Annapolis recognizing Frederick County for a rescue from the fall of 2013. There will be an offering of an Advanced and Basic Disaster Life Support course beginning in June 2014 in College Park that could be helpful to personnel in the County. Lastly, at a state meeting, Dr. Fillmore spoke to a member of the Attorneys General at MIEMSS related to the April 2014 meeting of this Advisory Board regarding cameras and video recording in County Fire and Rescue apparatus. An EMS Newsletter from June of 2013 discussed use of cameras and video recordings with regard to HIPAA laws.

**C. Director of DFRS-Denise Pouget:** Chief Pouget noted many positive actions during May. The Chief attended the "Star of Life" presentation in Annapolis on May 21, 2014. The ceremony was well attended. A "Family Night" event for the new Recruits and their families occurred on May 16, 2014, the event was very positive. The "Fireside Chats" are continuing. Several public safety visits were conducted throughout the month. Recurring video tapes for communications are being developed as well as a monthly newsletter. The newsletter should be released in the first week of June 2014.

The comprehensive five-year comprehensive Blueprint/Plan is scheduled to be released in June 2014. The Chief will make a radio appearance the first week in June and will appear on "This Week in Frederick County."

**D. Frederick County Volunteer Fire and Rescue Association-Eric Smothers.** No report.

**E. Career Firefighters Association of Frederick County MD, Local #3666-John Neary.** No report.

## **VIII. COMMITTEE REPORTS**

**A. Operations Committee-Deputy Chief Allen Keyser:** The Committee met on May 20, 2014.

1. Discussion on all terrain vehicles during Fire-Rescue operations. It was a policy discussed and approved during the Committee meetings. These vehicles do not need to be registered or have a Maryland tag.
2. Radio "Chief One" has been re-designated as "Brush 16." This vehicle now meets County Brush Truck standards.
3. Other policies that were reviewed and passed by the Operations Committee included Video and Audio Recording (1.04.05), Safe Vehicular Response Travel and Scene Operations (1.04.03), Conducting Live Fire Training Evolutions in Acquired Structures (7.00.11) and Self-Contained Breathing Apparatus (SCBA) Use, Care, & Maintenance Testing (3.00.10).

**B. Safety Report-Deputy Chief Allen Keyser:**

1. Statistics as of May 29, 2014: Injuries, 31; Vehicle collisions, 33 with 13 at fault, seven (7) not at fault, eight (8) weather-related, and five (5) animal strikes. These statistics include all County apparatus, whether volunteer or career.
2. Medical Testing dates are set for May 28 (3:00 p.m. to 8:00 p.m.), July 12 (8:00 a.m. to 12:00 p.m.) and August 20 (3:00 p.m. to 8:00 p.m.) for medical testing.
3. Fire-EMS Health Safety Week is June 15-21, 2014. Plans are to provide training on firefighter wellness.
4. FEMA Basic and Advanced PIO three-day course being held at the Public Safety Training Center for Safety Officers and others.
5. NFPA Section 1851 Advanced PPE Inspection Class offered by Logistics and the PPE vendor for all volunteer and career firefighters. Procedure on proper maintenance of PPE will be issued shortly.

**C. Planning and Research Committee.** No report

**D. Emergency Medical Services Committee.** No report.

**E. Budget Committee.** No report.

**F. Training Committee.** It was noted that Deputy Chief Keyser discussed training opportunities during the Safety Report.

**IX. Discussion Items:**

**A. Old Business**

**1. Update on Fire/Rescue Service Initiatives and Projects:**

- a. Chief Pouget requested Deputy Chief Keyser to discuss the Records Management System plan, including Target Solutions. Chief Pouget advised that implementation is a very labor-intensive effort, once the systems are established. Deputy Chief Keyser reported that the Target Solution software implementation has been *beta*-tested; the first round of training has been delivered to DFRS; and preparing to include volunteer personnel into the system as soon as the remaining 400 licenses are purchased for the volunteers.
- b. With regard to Paramedic Recruits, Chief Pouget noted that one recruit recently dropped out of the program; however, a replacement recruit was identified. Deputy Chief Keyser reported that there are 16 members of the Recruit Class who are now entering their second week of 20 weeks of training. Class is doing well. There have been no injuries.
- c. At the Training Facility, DFRS is creating a new May Day prop that is being built into the maze building. The device should be ready in the next month. Training Facility repairs are being undertaken. The Burn Building is being repaired as well as the props external to the Burn Building. Training Facility classes are being expanded to include Understanding the Workings of Fire Alarm Systems (June 12, 13, and 14); Rural Water Supply Operations (June 21); and Emergency Response to Natural Electrical Incidents (June 21). Class notices are available on-line. Training Facility is up and running.
- d. Chief Pouget noted efforts to secure accreditation for teaching paramedics. There have been meetings with the State on this effort.
- e. With regard to Records Management, the Chief noted progress in discussions with the developers of the Firehouse software product.
- f. Battalion Chief Hahn reported on the status of the Mobile Data Terminals (MDTs). County Commissioners confirmed funding for purchase of MDTs and the order to purchase MDTs has been placed. Configuration with the IIT and the Police Department has been completed and beta testing is on-going. Fire configuration will start on June 23, 2014, for a three-day period with the assistance of the MDT contractor. Work progresses on scheduling training and work-installs. Train-the-trainer classes will begin in July. The roll-over date for MDTs is currently September 22, 2014, after which user training will begin. Once fully implemented, functionality will include, for example, a new CAD mapping system, continuous updating of call

information as apparatus proceed to incidents, and identifying the status of all operating units.

- g. Tricia Griffis, the Director of Internal Audit, reported on progress to date on Fire and Rescue Service audits. For the gear/PPE audit station visits are complete. Work has been completed on gear lists for each career firefighter; work continues on the volunteer lists. To ensure complete listings of volunteer gear, station chiefs will be requested to validate that all station volunteers are listed on the Internal Audit records and, if not, to add the volunteer name and to inventory the gear for the volunteer. Once completed, all inventoried gear and the user name will be inputted into a record system for future tracking. Ms. Griffis noted that she has identified approximately \$145,000 of outdated gear and approximately \$525,000 of 2007-vintage gear. For the latter, Ms. Griffis recommends using this information to plan for 2007-vintage gear turnover and budgeting needs in the coming 2-3 years. With regard to the apparatus audit, lists of apparatus by station will require validation by station captains. Once confirmed, there will be a consolidated list of all (County-owned and volunteer-owned) apparatus maintained by DFRS so that at all times there will be an updated list of apparatus location and status. The apparatus repair and maintenance audit by the contractor SC&H has been completed. Once approved, this audit report will be provided to all members of the Advisory Board and will also be posted on the County website. The report includes auditor recommendations and the DFRS and Fleet Services responses; an estimate of future apparatus purchase requirements; and options for future funding of apparatus purchases. Preliminary work has begun on a Telestaff and overtime audit. At this juncture, the focus is on listening and learning.
- h. Lieutenant Jacobs discussed hose testing and new hose purchasing. Nearly 221,000 feet of hose (for both County-owned and volunteer-owned apparatus) was tested by an independent third party and approximately 32,000 feet of hose failed testing. Approximately 22,000 feet of new hose was purchased at a cost of \$121,000. A question was asked if there were issues with the hose testing. One issue pertained to standards used for the testing. To reply to this issue, the contractor provided the NFPA standards used for hose testing and attached the standards to the reports on hose testing results. Other issues were addressed either by DFRS management or by the hose testing contractor.
- i. Deputy Chief Keyser reported on the SCBA project. SCBA flow-testing was completed on May 28, 2014. Approximately 670 units were tested and repaired (when necessary), batteries were replaced, and cylinders were tested. All information has been recorded documented. Work continues on contractually securing new SCBA units. All SCBA have been tested and approved.

2. **Approval of Outstanding Policies and Procedures:** Deputy Chief Grierson

- a. Work has just commenced on a new ambulance billing policies due to Federal changes.
- b. A request to extend the time period for approval of revised draft policies was discussed.
- c. Approval of Policies:

- i. **Motion:** Moved by Tim Clarke to approve policy 3.00.10 Self-Contained Breathing Apparatus Use, Care & Maintenance Testing. Second by Susan Nichol.

**VOTE: YES: 6 NO: 0 ABSTAIN:N/A**  
**PASSED**

- ii. 1.04.03 Safe Vehicular Response Travel and Scene Operations- Approval was requested to be postponed until the June meeting by Chief Pouget
  - iii. 1.04.05 Video and Audio Recording-County legal had reviewed the policy and that a notice will be posted within the cab of a transport unit of active video and audio recording for the benefit of citizens who may be riding in the cab while accompanying a patient to a treatment center.

**Motion:** Moved by Tim Clarke to approve policy 1.04.05 Video and Audio Recording. Second by Susan Nichol.

**VOTE: YES: 6 NO: 0 ABSTAIN:N/A**  
**PASSED**

- iv. **Motion:** Moved by Tim Clarke to approve policy 7.00.11 Conducting Live Fire Training Evolutions in Acquired Structures Second by Susan Nichol.

**VOTE: YES: 6 NO: 0 ABSTAIN:N/A**  
**PASSED**

- 3. Update on Communication Process and Tools. Mr. Williams reported on progress to date. There was a meeting with Sherry Weakley, Director of IIT. Discussions included the challenges associated with getting information out to all stations and to all personnel. Ms. Weakley was provided a list of all stakeholders who need to be included in Fire and Rescue Service communications. Ms. Weakley and her team will analyze the situation and provide solution options. Restraints include security, accessibility, bandwidth, and cost.

**B. New Business**

- 1. Feedback and Input Regarding Ordinance 13-01-629. Advisory Board comments are requested by June 15, 2014.

**X. ACTION ITEMS**

**A.** No action items

**XI. ADJOURNMENT**

**Motion:** Moved by Tim Clarke to adjourn the meeting. Second by Susan Nichol.

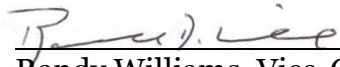
**VOTE:            YES: 6            NO: 0            ABSTAIN: N/A    PASSED**



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Marc McNeal, Chair

**6-30-14**

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Date of Approval



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Randy Williams, Vice-Chair

**6-30-14**

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Date of Approval